Dear Colleague:

**Overview**

Central Michigan University’s Off-Campus Programs has approximately 13,000 active students, and offered over 1,900 courses last year. There are over 55,000 Off-Campus Programs graduates. Courses are offered at 60 program centers located in 17 states, and in Guadalajara, Mexico, and Toronto, Calgary and Vancouver Canada. Your particular geographic location may not be as important as your proximity to an airport and your willingness to fly to the classroom site.

**Student Profile**

Adult students are highly motivated and dedicated. They are looking to move up within their own organization or to make a career change. Students generally fall between ages 25 and 54. The typical student is in his/her mid-to-late 30’s. More than half are males, (55%), and 45% are females. They come from a variety of undergraduate backgrounds, with almost 30% of the bachelor degrees being in business and more than 20% in health-related fields.

**Faculty Profile**

Faculty for CMU’s Off-Campus Programs come from on-campus, from other distinguished universities and from the executive ranks of business, government and industry. All off-campus faculty must be approved by the appropriate on-campus department, to ensure that the credentials and experience meet the academic standards set by campus faculty. Adult students appreciate the level of knowledge and practical experience that CMU faculty bring to the classroom, and in turn faculty enjoy working with motivated, committed adults.

It is not our intention to put faculty who are currently employed with another institution in a position of competing with programs sponsored by their own institution. Our typical student is an adult in her/his late thirties attending classes one night a week or on weekends in what we refer to as our compressed format. Generally these students would not be pursuing a degree if our program were not available.

**Faculty Approval Process**

Faculty are approved for teaching assignments by the department chairperson on the basis of their academic and professional qualifications. Selection criteria vary from department to department. Additionally, all graduate course approvals are subject to the approval of the Graduate Dean.

- Special note for graduate courses: It is important to keep in mind departments are looking for those who have a doctorate in the discipline with graduate course work in the area to be taught.
- To be considered for approval: Please submit the enclosed application, a copy of your current vita, and transcripts.
- Official transcripts are preferred but copies showing the posting of the degree are acceptable.

**Program Delivery**

All of the services needed to complete a degree are offered through the program center offices in the various geographic regions. Students apply for admission, meet with advisers, register for classes, and attend classes
at the program centers. CMU has the nationally acclaimed Off-Campus Library Services program providing access to library materials through a toll-free OCLS library request line. The class format may be one night a week for eight weeks, or three or four alternating weekends. Three semester hour courses meet for a minimum of 36 contact hours.

**CMU’s Expectations**

Our expectation is to maintain the same quality of instruction in CMU’s off-campus locations that is delivered to the students on the main campus here in Mount Pleasant.

**Programs**

CMU delivers several graduate and undergraduate degree options and credit courses through our Off-Campus Programs. They are described below.

**Master of Science in Administration degree (MSA)**

The MSA degree is offered on-site at sponsoring agencies, companies, and military bases. The following concentrations are available: General Administration, Human Resources Administration, Health Services Administration, International Administration, Public Administration, Information Resource Management, Leadership, and Software Engineering Administration. Not all concentrations are available at each center.

- To be approved to teach MSA courses or concentration courses, the successful candidate will have an earned doctorate in the course related area.

**Master of Arts degree in Humanities (MA-H)**

This interdisciplinary degree draws heavily on the disciplines of history, art, literature, philosophy, and music. The 30-credit-hour program is currently structured around two tracks, the Rise of Industrial Society, and Images and Ideas of Self, and a capstone experience.

- A doctorate in the relevant area is required for those interested in teaching the humanities courses.

**Master of Arts degree in Education (MA-ED)**

This degree is currently offered in several Canadian locations, in the Atlanta, GA; Metro Detroit area; Camp Pendleton, California; Fort Bragg, NC; and at Minot AFB, ND. Plans are underway to offer it in Kansas City, MO; McGuire Air Force Base, NJ; Centreville, Richmond and Southern VA. The two major concentrations are Instructional, and Adult Learning. Not all concentrations are available at each location.

- For these courses, the preferred candidate will have a doctorate in education with graduate work in the course-related area.

**Graduate Education courses**

Graduate level courses, which can be applied toward several planned programs leading to a professional certificate, are offered at a number of sites throughout Michigan. It is important to note that one cannot obtain certification through our Off-Campus Programs.

- While a doctorate in the course-related area is preferred, those with a master’s degree plus five years of qualifying professional experience may be considered.

**Undergraduate Degrees**

The undergraduate degree is currently offered in Michigan. The undergraduate program consists of several degrees: the Bachelor of Science degree with a Major in Administration or an Option in Community Development; the Bachelor of Science degree in Education with an Elementary Emphasis; the Bachelor of Science degree with a Major in Information Technology; the Bachelor of Science degree with a Major in Vehicle Design; and the Bachelor of Applied Arts degree, with a Major in Administration and minors in a variety of areas. It must be noted that not all classes/degrees are available at all centers. The criteria for
instructor approvals vary among departments; some require a doctorate and others will accept a master’s in the content area of the course. The minimum requirements for teaching education courses would be master’s in elementary/secondary education, with graduate course work in the content-related area and teaching experience.

**International Programs**

**Mexico**
The MSA degree with a concentration in International Administration is offered in Guadalajara, Mexico. The third cohort is now progressing through the program. Courses are offered in 8 sessions with the following general format:
- **Friday:** 6 – 10 p.m.
- **Saturday:** 8 a.m. – noon; 1 – 5 p.m.
- **Monday through Friday evenings from 6 – 10 p.m.**
- **Saturday:** 8 a.m. – noon; 1 – 5 p.m.

**Canada**
The MA degree in Education has been offered in Canada, in various locations, for many years. The MSA degree is currently offered in Toronto, Calgary and Vancouver. The format is three or four alternating weekends, with classes on Fridays from 6 – 10 p.m. and on Saturdays from 8 a.m. to noon; 1 – 5 p.m.

**Benefits**
A stipend of $2,750 plus air fare is paid for teaching a three-semester-hour course. Central Michigan University reimburses all travel expenses — lodging, meals, and rental car at the standard rate. Individuals teaching or advising for the off-campus programs will be considered part-time, temporary employees, not independent contractors.

You will find teaching for CMU’s Off-Campus Programs to be a challenging and rewarding experience, and we hope you will consider submitting an application to teach. Please call (800) 950-1144, extension #3869, if you have any questions or wish additional information. My e-mail address is bonnie.bohannon@cmich.edu. We look forward to hearing from you.

Sincerely,

Bonnie Bohannon
Academic Services

Enclosures
Central Michigan University
Part-time teaching opportunities with
CMU’s Off-Campus Programs

Master of Science
in Administration

The Master of Science in Administration (MSA) degree is an interdisciplinary program. It approaches the disciplines of administration and management from a broader perspective than other graduate-level programs. The primary focus of the degree program is applied action grounded in theory. By focusing on management skills common to a wide range of industries, the MSA program prepares students for any number of career opportunities in today’s administrative job market.

The student composition of most classes varies; some include large concentrations of military personnel, health care professionals, or members of a single business or agency. Faculty are briefed about the type of students before preparing for their course.

Faculty are drawn from the CMU campus, from other distinguished universities across the country, and from the executive ranks of industry, business, government and health care. Students feel this blend of academic and professional expertise is unmatched by other master’s degree programs.

Teaching for CMU’s Off-Campus Programs is both challenging and rewarding. The challenge is teaching working adults who are juggling family, work and class schedules. The rewards are working with committed students, providing them with the skills necessary for successful managerial careers, and having the opportunity to teach courses having both academic and “work-world” value. Please consider joining us. You may obtain additional information by calling 800-950-1144, ext. 3869.

Required Academic Credentials: For all MSA core courses, a Ph.D. in the discipline with graduate course work in the content area of the course is required. For concentration courses, the approval criteria varies from department to department. The general rule is departments require a doctorate in the discipline; however, a doctorate in a related area with professional experience may be considered.

**MSA Core**

Courses with the * indicate we currently have a substantial pool of approved instructors in all geographic regions

- MSA 600: Administrative Research and Report Methods
- MSA 610: Environments in Administration
- MSA 620: Effective Administration and Organizational Behavior
- MSA 634: Managerial Accounting Concepts
- MSA 635: Financial Management
- MSA 640: Quantitative Applications in Administrative Decision Making
- MSA 650: Organization Theory: Strategy and Structure
- MSA 660: Marketing Administration
- MSA 675: Strategic Policy Administration
- MSA 685: Integrative Analysis of Administration
- MSA 696: Special Topics

**General Administration Concentration Courses**

- BIS 601: Management Information Systems
- CPS 603: Computer Information Systems
- EAD 610: Grants and Fund Procurement
- ECO 515: Collective Bargaining and Labor Law

**General Administration Concentration Courses (contin.)**

- ECO 532: Economic Forecasting
- ECO 603: Economic Effects of Urbanization and Technology
- ECO 625: Market Structure and Government Policy
- ECO 660: Public Finance and Fiscal Policy
- FIN 573: International Finance
- IET 500: Production Concepts
- IET 524: Technology and Environment
- IPC 560: Communication and Change: The Diffusion of Ideas and Information
- IPC 561: Communication in Conflict Management
- IPC 665: Seminar in Communication and Negotiation in Employee Relations
- IPC 667: Advanced Studies in Intercultural Communications
- JRN 670: Public Relations Management
- MGT 643: Personnel Management
- MGT 646: Seminar in Labor Relations
- MGT 667: International Business
- MKT 555: Market and Sales Forecasting
- MKT 560: International Marketing
- PHL 518: Professional Ethics
- PSC 514: American Public Policy Making
- PSC 555: International Law I
General Administration Concentration Courses (cont.)

PSC 522: Regulatory Processes and Administrative Law
PSC 711: Public Personnel Administration Practice
PSC 785: Strategic Leadership
PSY 535: Organizational Psychology
PSC 774: Strategic Planning for Public/Non-Profit Organizations
SOC 512: Industrial Sociology

Health Services Administration Concentration Courses
HSC 520: Health Services Administration
HSC 538: Development of Proposals and Reports in Health Administration
HSC 544: Biostatistics
HSC 545: Health Planning
HSC 570: Financial Aspects of Health Services Organizations
HSC 571: Legal Aspects of Health Services Organizations
HSC 601: Computerized Health Care Systems
HSC 607: Health Service Organizations: Origins, Systems and Applications
HSC 617: Community and Public Health
HSC 680: Managed Care: Origins, Organizations and Operations
HSC 700: Program Evaluation in the Health Fields

Human Resources Administration Concentration Courses
ECO 515: Collective Bargaining and Labor Law
ECO 614: Seminar in Labor Economics
IPC 560: Communication and Change: The Diffusion of Ideas and Information
IPC 561: Communication in Conflict Management
IPC 665: Seminar in Communication and Negotiation in Employee Relations
MGT 643: Personnel Management
MGT 645: Personnel Compensation Practice and Procedures
MGT 646: Labor Relations Issues
MGT 647: Personnel Selection and Evaluation
MGT 649: Seminar in Organizational Development
PSC 711: Public Personnel Administration Practice
PSY 536: Personnel Psychology
PSY 636: Organizational Applications of Personnel Psychology
PSY 736: Strategies for Intervention in Social Systems

Information Resource Management Concentration Courses
BIS 601: Management Information Systems
BIS 630: Systems Analysis and Design
BIS 634: Information Resources Management
BIS 635: Business Systems Applications
CPS 510: Software Systems Engineering
CPS 603: Computer Information Systems
CPS 612: Software Project Management

International Administration Concentration Courses
ANT 506: Comparative Cultural Systems
ECO 655: Seminar in International Economics
FIN 573: International Finance
IPC 667: Advanced Studies in Intercultural Communications
MGT 667: Seminar in Labor Relations
MKT 560: International Marketing
PSC 551: Seminar in International Relations
PSC 555: International Law I
PSC 651: Comparative Political and Economic Systems

Leadership Concentration Courses
ECO 515: Collective Bargaining and Labor Law
IPC 560: Communication and Change: The Diffusion of Ideas and Information
IPC 561: Communication in Conflict Management
IPC 665: Seminar in Communication and Negotiation in Employee Relations
IPC 667: Advanced Studies in Intercultural Communications
MGT 646: Seminar in Labor Relations
MGT 649: Seminar in Organizational Development
MSA 620: Effective Administration and Organizational Behavior
MSA 696: Special Topics (possible topics: Cultural Diversity, Managing Information Technology)
PSC 785: Strategic Leadership
PSY 531: Group Dynamics
PSY 535: Organizational Psychology

Public Administration Concentration Courses
ECO 515: Collective Bargaining and Labor Law
IPC 665: Seminar in Communication and Negotiation in Employee Relations
MGT 646: Labor Relations Issues
PSC 514: American Public Policy Making
PSC 515: Comparative Public Policy
PSC 520: American National Government and Politics
PSC 522: Regulatory Processes and Administrative Law
PSC 561: American State Government and Administration
PSC 563: Politics and Policy in Urban Communities
PSC 565: Managing Modern Local Government
PSC 566: Intergovernmental Relations in the United States
PSC 585: Computer Applications for Public Administrators
PSC 610: Foundations of Public Administration
PSC 615: Politics and Regulation of Health Care Policy
PSC 710: Seminar on Public Bureaucracies and Policy Formation
PSC 711: Public Personnel Administration Practice
PSC 712: Implementation and Reform of Public Programs
PSC 713: Public Budgeting and Finance
PSC 714: Program Analysis and Evaluation
PSC 773: Public Administration and Public Interest
PSC 774: Strategic Planning for Public/Non-Profit Organizations
PSC 775: Organization Theory in Public Administration
PSC 780: Research in Public Administration in Political Science
PSC 785: Strategic Leadership

Software Engineering Administration Concentration Courses
CP 510: Software Systems Engineering
CPS 611: Software Verification and Validation
CPS 612: Software Project Management
CPS 613: Specification of Software Systems
CPS 614: Principles and Applications of Software Design
CPS 615: Software Generation and Maintenance
Master of Arts in Humanities

*The Humanities at the Millennium: Conversations Between Ancient, Modern and Post-Modern Cultures*

**Introduction**
Drawing heavily from history, art, literature, philosophy, music and cinema, the 30-semester-hour Master of Arts in Humanities degree is about making connections across disciplines and across time. It is a degree designed for generalists, for those more interested in synthesis than specialization. At the edge of the millennium, the degree is thematically woven into a study of the changing role of the humanities in contemporary society.

**Prerequisites**
The degree is open to students regardless of academic major. The only requirements are as listed above.

**Delivery Format**
The MA degree in Humanities is offered in a cohort format. A cohort consists of a group of students who follow a carefully planned sequence of courses through to completion together. The cohort format emphasizes the natural connections found in an interdisciplinary program. Students benefit from the shared experience, and are able to form both personal and professional support networks.

**Representative Courses**
- ART 685: Special Topics in Art History
- BCA 525: Film Genre Study
- BCA 625: Film and Video Theory and Criticism
- ENG 636: Seminar in Critical Problems
- ENG 656: Seminar in American Literature
- HST 525: The Industrialization of America
- HST 717: Seminar in the History of Twentieth Century America
- MUS 797: The History of Rock and Roll
- PHL 597: Special Topics: Philosophical Problems of the Self

**Sample Course Descriptions**

**ART 685:** Special Topics in Art History
Individual research projects in art history.

**BCA 625:** Film and Video Theory and Criticism
A study of the major theories of film and video emphasizing the reflective, transformational, and semiotic schools. Survey of various critical modes.

**ENG 656:** Seminar in American Literature
The role of nature, frontier, or other factors in American literature of one of the following periods: A) Pre-Romantic Period; B) Romantic Period; C) Realistic and Naturalistic Periods; D) Modern Period.
Master of Arts in Education

The Master of Arts degree in Education degree is a 33-credit-hour program organized around a core of courses and two concentrations. The core courses offer a solid foundation in educational issues, while the concentration courses focus on an area of particular interest.

The MA degree in Education is offered in a cohort — or group — format to 30 students who proceed through a preset cycle of courses together to completion. The MA degree in Education is offered in several Canadian locations, in the Metro Detroit area, Hawaii, and Camp Pendleton, California. It will be introduced in Atlanta, Georgia; Kansas City, Missouri and New Jersey in Fall, 1998. At the present time, two concentrations are available, Adult Education, and Instruction. Additional concentrations may be added in the future.

The focus of the MA degree in Education is on increasing the knowledge of educators who want to develop their understanding of current educational theory and practice related to: learning styles, instructional techniques, integration of technology in the classroom, and the successful development of meaningful curriculum.

Adult Education Concentration
This program is designed to provide knowledge and skills for individuals to function effectively in positions of leadership or teaching in the adult education environment.

Instruction Concentration
Designed primarily for educators at all grade levels who want to increase their classroom teaching skills. It combines the best of theory and practice and is designed to build on the instructional and curriculum development skills of education.

The list of core courses and the concentration courses, including a brief description of each follows.

Core Course Descriptions
6 courses, 18 credit hours

CED 665 Human Relations Skills
An introduction to skills used in developing helping relationships. Special emphasis upon the person-to-person, day-to-day relationships. The class will be conducted through both a cognitive and experiential approach.

EDU 590 Microcomputers in Classroom Instruction
Students will study and practice the integration of microcomputer technology in classroom instruction and management, with emphasis upon software evaluation and lesson development.

EDU 614 Advanced Educational Psychology
Theories of learning and application to instruction.

EDU 660 Methods of Educational Research
Interpreting research findings, planning and conducting scientific studies in education.

EDU 705 Theory and Practice of Curriculum Development
Fundamentals of curriculum development.

EDU 776 Seminar: Issues in Education
Designed to meet Plan B minimum 30-page requirement for scholarly activity.
**Adult Education Concentration**

EAD 622 **Adult Literacy and Society**
A study of the theories of language and literacy and their relationship to the practices of adult education.

EAD 624 **Planning for Instruction in Non-Traditional Settings**
Analyze problems and issues in administration of non-traditional students related to numerous settings including storefronts, prisons, mall, churches, factories, and other workplace situations.

EAD 626 **The Adult Learner**
A study of learning in adulthood, how to facilitate that learning, and the characteristics of adult learners.

EAD 667 **Administration of Community Education**
Identification of community needs, organization and management of new and ongoing programs.

EDU 613 **Current Educational Issues**
Application of procedures and systems of analysis to the identification, definition, and examination of significant educational issues.

**Instruction Concentration**

EDU 602 **Strategies and Techniques for Teaching**
An advanced teaching course. Examination, development, assessment, and practical usage of methods and materials in the teacher’s subject area at middle school, high school, or community college level.

EDU 613 **Current Educational Issues**
Application of procedures and systems of analysis to the identification, definition, and examination of significant educational issues.

EDU 706 **Theory and Practice of Instruction**
Review and interpretation of theories of instruction, analysis of teaching behaviors, modification of instructional design and development, execution and evaluation of instruction.

EDU 765 **Seminar in Curriculum Problems**
(No course description available.)

EDU 770 **Practicum in Curriculum Development**
Experience in curriculum development.